APPENDIX A
To the Performance Work Statement

TECHNICAL SPECIFICATION
FOR INTERIOR ENHANCEMENT
of the
HAWKER BEECHCRAFT
300 SUPER KING AIR AIRCRAFT FLEET

FEDERAL AVIATION ADMINISTRATION (FAA)
AVIATION SYSTEM STANDARDS (AVN)

September 30, 2009

TECHNICAL SPECIFICATION for INTERIOR ENHANCEMENT (HAWKER BEECHCRAFT 300 SUPER KING AIR AIRCRAFT FLEET)

1.0 General Interior Enhancement Tasks

1.0.1 Placards

Placards required per FAR Part 23, FAR Part 135 and the Type Certificate Data Sheet (TCDS) shall be replaced, or if not available, refurbished to like new condition.

1.0.2 Miscellaneous Equipment Installation

The following is a list of Miscellaneous Equipment the Contractor shall install (mount, store, etc.) within the Interior to complement the Interior design. FAA/AVN will furnish the Miscellaneous Equipment items for each aircraft. FAA/AVN will also provide flight crew access and general location requirements of certain items required for use during an operational mission. FAA/AVN review and acceptance of the proposed design and installation, to include location of each piece of equipment, is required

Fire Extinguishers, 2 each (one shall be accessible to the pilot while seated)
Flash Lights, 2 each (one shall be accessible to the pilot while seated)
Life Preservers, 5 each (one per seat)
Crash Axe, 1 each
Smoke Goggles for EROS Oxygen Masks, 3 each (one each accessible to pilot, co-pilot, and Mission Specialist while seated)
Personal Breathing Equipment (PBE), 1 each
First Aid Kit, 1 each
Toilet Paper Roll, 1 each
Sanitary Hand Wipes, 10 each
Tech Wipes, 1 Box
Air Sickness Bags, 10 each
Luggage Cargo Straps
Cleaning Cloth and Solvent, 1 set
Cockpit and Mission Specialist Display Cleaning Supplies

1.1 Soundproofing

1.1.1 Acoustic Engineering Analysis

This Engineering Design task (Prototype Aircraft only) will be used to develop a standard Acoustic/Thermal Insulation Kit for fleet installation and to document crew acoustical levels. The contactor shall provide instrumentation and personnel to conduct in-flight Acoustic Engineering Analysis meeting OSHA standards. This Analysis shall document the acoustic frequency profile before and after Interior Enhancement (with soundproofing), and shall be used to tailor design the acoustic attenuating insulation. The in-flight Acoustic Engineering Analysis shall be conducted in accordance with a test plan developed by the Contractor with input from the Contractor's Acoustical Engineers and coordination/concurrence with FAA/AVN Pilot(s). Test flights shall be flown by FAA/AVN Pilot(s). This shall include in-flight frequency analysis for a minimum of four (4) different aircraft flights described as follows:

(1) Present Operational Fleet Aircraft with,
  (a) Flight Inspection equipment turned off (this is the Acoustic Engineering Analysis baseline for the Acoustical/Thermal Insulation Kit design per 1.1.2)
  (b) Flight Inspection equipment turned on (for OSHA crew noise exposure level documentation)
(2) Operational Fleet Aircraft with Frake's Aviation Exhaust Stacks installed by FAA/AVN (to determine if the noise level is affected)
(3) Aircraft after Interior Enhancement and Soundproofing without Flight Inspection equipment installed (for comparison to baseline established in flight (1). (a). above to document Acoustical/Thermal Insulation Kit improvement per 1.1.2)
(4) Aircraft after Interior Enhancement and Soundproofing with all FAA/AVN installed Flight Inspection equipment operational. The purpose of this test is to provide a true OSHA crew noise comparison against the present configuration and to establish an accurate baseline for the new operational configuration and/or to identify equipment induced acoustic problems to be reviewed by FAA/AVN for possible mitigation.

All aircraft, to include the prototype aircraft, will be delivered to the Contractor for Interior Enhancement with Frake's Aviation Exhaust Stacks installed. Additional in-flight frequency analysis flights may be conducted, as needed, to tailor design the acoustic attenuating insulation.

1.1.2 Acoustic/Thermal Insulation Kit

A prefabricated acoustic/thermal insulation kit shall be tailor designed for the entire cockpit and main cabin, including the forward/aft bulkheads, door, emergency exits, window frames, sidewalls, and ceiling and under floor to replace the existing thermal insulation. This inter-structure sealed bag insulation shall fit snuggly between the structure and have thermal insulating characteristics equal to or better than the original insulation. Thermal/Acoustic Insulation materials shall meet FAR 25.856 requirements unless shown to be excessively expensive and FAA/AVN accepts the proposed alternatives. The acoustic/thermal insulation kit shall reduce the Acoustic Engineering Analysis baseline (Operational Fleet Aircraft) by a minimum of 6 dBA and 6 dBSIL with a design goal of 10 dBA and 10 dBSIL or better. Noise level in the cockpit and cabin interior shall not exceed levels that interfere with essential communications. In no case, under any flight condition, shall the cockpit and cabin noise level exceed an ambient noise level of 85 dBA; which is approximately the current aircraft configuration maximum noise level. Installed weight shall not exceed 160 lbs. Kit documentation shall include a simple to use installation manual, a complete technical file including all necessary material lot and batch tracking data, weight and balance information, maintenance information and continued airworthiness instructions, and certification proving compliance to the applicable FAR's.

1.1.3 Weight and Balance Trade-Off

Design goal is to add soundproofing without adding overall aircraft weight. The Acoustic/Thermal Insulation Kit is expected to weigh more than the insulation being removed. The remaining weight (and balance) gained shall be offset through redesign of interior components (cabin headliner, cabin lower side panels, etc) weighing less than the originals. FAA/AVN review and acceptance of the proposed design and installation is required.

1.2 Cockpit

1.2.1 Cockpit Headliner

The cockpit headliner (including gasper air outlets, hand assist strap, etc) shall be removed, inspected for damage, restored (repaired/replasticized or replaced if significant damage or age deterioration is noted), and colored (inked, painted, etc.) to like new condition with FAR compliant material. The headliner attach points shall be inspected for serviceability and repaired in accordance with manufacturer's maintenance manual prior to headliner re-installation. Existing EROS oxygen boxes shall be reinstalled. New LED lighting shall be installed in headliner.

1.2.2 Glare shield

The glare shield is new; no work will be required.

1.2.3 Pedestal

The pedestal is new; no work will be required.

1.2.4 Cockpit Mid Sidewall, Lower Sidewall, and Floor Panels

The cockpit mid sidewall, lower sidewall, and floor panels shall be stripped of current material and recovered with selected material. New foam shall be installed as needed to meet soundproofing/thermal requirements. The panel components shall be removed, cleaned, inspected, repaired or replaced if damaged, and installed in serviceable condition. FAA/AVN review and acceptance of the proposed design and installation changes is required.

1.2.5 Cockpit Window Interior Trim Panels and Center Pillar Cover

The cockpit window interior trim panels and center pillar cover shall be removed, inspected for damage, restored (repaired/replasticized or replaced if significant damage or age deterioration is noted), and colored (inked, painted, etc.) to like new condition with FAR compliant material.

1.2.6 Cockpit Seating Upholstery Design

The cockpit seats shall be removed, stripped of their current material and foam padding, and inspected for damage. All mechanical functions shall be operationally checked and if found defective, repaired. Mechanical adjustments shall be made to ensure proper operation. Any parts found defective shall be repaired or replaced. Painted areas of the frame shall be sanded, cleaned, primed and repainted. Seat belts and shoulder harnesses shall be re-webbed, retaining the existing hardware. Foam in the seats shall be replaced with high-grade foam (Skandia DAX Firehard Foam, or equivalent) potentially using a multiple density design as proposed by the Contractor and subject to acceptance by FAA/AVN to improve seating quality and ensure longevity. Seat contact surfaces shall be covered with "New Zealand Sheepskin" from Douglas Interior Products (www.DIPI.com). Seat non-contact surfaces shall be covered with "Muirhead Fine Scottish Leather™" from Douglas Interior Products (www.DIPI.com). The color and type of material used on the cockpit seats shall match the cabin seats. FAA/AVN review and acceptance is required for the proposed seat upholstery design to include "sit test" acceptance of the prototype aircraft finished product

1.2.7 Cockpit Curtain

Contractor shall design, fabricate and install a Cockpit Curtain to block light between the cockpit and cabin to meet night mission requirements. Cockpit Curtain shall be capable of being operated full travel (open and closeable) from either the Pilot or Co-Pilot Seat while seated. FAA/AVN review and acceptance of the proposed design and installation is required.

1.2.8 Pilot/Co-Pilot Cooling Fans

Contractor shall design, fabricate, and install a method to provide ambient airflow to the Pilot and Co-Pilot. Task is to move cabin ambient air prior to aircraft engine start and without use of aircraft or ground support air conditioning. A method shall be provided to individually control and shut off airflow to both the Pilot and Co-Pilot seat while seated and shall be independently directed on both pilots simultaneously for convective and evaporative cooling. Cooling fans shall be operable without the battery bus energized. In addition to the requirements above, the cooling fans shall be operable during flight. FAA/AVN will provide/identify a circuit breaker location. FAA/AVN review and acceptance of the proposed design and installation is required.

1.2.9 Cockpit Floor Covering

The carpet shall be removed and replaced with a FAR compliant tightly woven high quality carpet that eliminates or minimizes lint and is easy to remove and replace. The carpeted kick panels currently installed in the center aisle shall be removed and replaced with like carpet.

1.3 Cabin

1.3.1 Cabin Headliner

A new three-piece cabin headliner shall be designed, fabricated, and installed. The headliner sections shall be sectioned in such a manner that they will be easy to remove individually without disturbing the other sections. The new design shall provide improved access for maintenance, reduce weight, complement soundproofing, be durable, and complement the interior. New foam shall be installed as needed to meet soundproofing/thermal requirements. The new headliner shall be covered with selected fabric meeting requirements and specifications outlined in the Performance Work Specification (PWS). The headliner attach points shall be inspected for serviceability and repaired in accordance with the manufacturer's maintenance manual prior to installation of the new headliner. The First Aid Oxygen Mask and Container assembly shall be reinstalled and Oxygen Mask Dispensing Units, as outlined in paragraph 1.3.6, shall also be installed in the new headliner. Air outlets shall be installed to provide most efficient cabin cooling for seats and equipment. All lighting shall be replaced with new LED lighting running the entire length of the headliner as outlined in paragraph 1.3.5. FAA/AVN review and acceptance of the proposed design and installation is required.

1.3.2 Cabin Lower Side Panels

The cabin lower sidewall panels shall be removed and new panels designed, fabricated, and installed. The new design shall provide improved access for maintenance, reduce weight, integrate soundproofing, be durable (able to withstand daily use for long term), and complement the interior (to include aesthetics). Cabin lower sidewall design may vary based on location and adjacent cabin furnishing such as next to equipment racks versus along the side of seats with kick panels. Customary commercial designs such as: double layer Naugahyde Vinyl blanket, a high quality quilted blanket, a quilted blanket with interior fabric cover, a light backboard with foam and interior fabric cover, among other ideas need to be considered to best meet design

goals. If required for reuse, the lower panel components shall be cleaned, retained, and installed in serviceable condition. FAA/AVN review and acceptance of the proposed design and installation is required.

1.3.3 Cabin Window Surround Panels and Upper Sidewall Panels

The cabin window surround panels shall be removed, inspected for damage, restored (repaired/replasticized or replaced if significant damage or age deterioration is noted), and colored (inked, painted, etc.) to like new condition with FAR compliant material. The cabin upper sidewall panels shall be sectioned into two (2) or three (3) sections to facilitate maintenance access. Trim strips used to secure sections will be acceptable provided the trim pieces meet the overall cabin color scheme. The upper sidewall panels shall be cleaned and recovered using selected material. FAA/AVN review and acceptance is required for proposed design and installation of sectioned cabin upper sidewall panels.

1.3.4 Cabin Seating – Mission Specialist and Observer

New un-upholstered seats for the Mission Specialist and Mission Observer will be procured by FAA/AVN. These Vendor seats will be installed on the aircraft per FAA/AVN STC and are TSO-C39b seats designed for Be300 installation that will translate forward/aft, rotate, recline, and have head and arm rests. Contractor shall remove the seats if installed, upholster, and install these seats at seat track locations designated by the FAA/AVN STC. Contractor shall upholster seats using high-grade foam (Skandia DAX Firehard Foam, or equivalent) potentially using a multiple density design as proposed by the Contractor and subject to approval by FAA/AVN to improve seating quality and ensure longevity. Seat contact surfaces shall be covered with "New Zealand Sheepskin" from Douglas Interior Products (www.DIPI.com). Seat non-contact surfaces shall be covered with "Muirhead Fine Scottish Leather™" from Douglas Interior Products (www.DIPI.com). The color and type of material used on the cabin seats shall match the cockpit seats. Contractor shall ensure FAR compliance of the upholstered seats. FAA/AVN review and acceptance is required for the proposed seat upholstery design to include "sit test" acceptance of the prototype aircraft finished product.

1.3.5 Lighting

All Emergency Exit Sign Installations and other cabin lighted sign installations shall be inspected, and if required refurbished to like new condition or replaced, and reinstalled in the Interior Enhancement Design. FAA/AVN review and acceptance of the proposed design and installation is required.

1.3.5.1 Reading Lights

The cabin reading lights shall be LED with on/off and dimming function at each designated station to control each reading light only. Minimum requirement shall be to install cabin reading lights at the Mission Specialist, Observer, and Lavatory seat locations plus one above the equipment rack desk space adjacent to the Mission Specialist Seat.

1.3.5.2 Cabin Lights

The cabin lighting shall be LED and run the length of the cabin headliner. This up/down wash lighting shall be on/off and dimmable with a control panel at the Mission Specialist seat location.

1.3.5.3 Aisle Lights

None Required.

1.3.6 Oxygen Mask Dispensing Units

Oxygen Mask Dispensing Units shall be installed at the Mission Observer and Lavatory Seat locations to integrate with the new headliners since the currently installed Oxygen Mask Dispensing Units are being removed with the current headliner. Simplest design would most likely be to utilize the existing Cabin Passenger Oxygen Supply distribution system and install similar Oxygen Mask Dispensing Units at these two locations. Contractor shall be responsible for all design, certification, documentation, and installation details of the modification to the current configuration. All FAR requirements shall be met to include aircraft type certificated and FAR Part 135 Operational requirements. The Flight Crew will continue to use the original diluter-demand masks and FAA/AVN design has provided a diluter-demand mask at the Mission Specialist station. FAA/AVN review and acceptance of the proposed design and installation is required.

1.3.7 Lavatory Area

Refurbish the existing lavatory. The lavatory seat hinged lid and backrest covering and all foam padding shall be removed. Contractor shall upholster hinged lid and backrest using high-grade foam and cover material matching the other seats "Muirhead Fine Scottish Leather™" from Douglas Interior Products (www.DIPI.com). The bottom shroud shall be cleaned, inspected, repaired if necessary, and reinstalled in serviceable, like new condition.

A new curtain shall be made and installed to complement the interior. All materials shall match the overall interior color scheme.

1.3.7.1 Lavatory Area Headliner

A new one-piece headliner shall be fabricated and installed to match cabin headliner design. The new headliner shall be covered with selected material. New foam shall be installed as needed to meet soundproofing requirements. The headliner attach points shall be inspected for serviceability and repaired in accordance with manufacturer's maintenance manual prior to installation of the new headliner. The Oxygen Mask Dispensing Unit, as outlined in paragraph 1.3.6, shall also be installed in the new headliner. Air outlets shall be installed to provide most efficient cooling at the seat. All lighting shall be replaced with new LED lighting as outlined in paragraph 1.3.5. FAA/AVN review and acceptance of the proposed design and installation is required.

1.3.8 Aft Baggage Panels (Upper Side, Lower Side, Aft Bulkhead, and Window Reveals)

Aft most egg shaped windows have been removed and the fuselage structurally restored. Upper Side Panels shall be modified to fill/cover the window reveal. All Aft Baggage Panels shall be stripped of the current covering materials and foam padding. Contractor shall install new foam as needed to meet soundproofing requirements and recover panels with selected material. Panel components shall be removed, cleaned, inspected, repaired or replaced if damaged, and installed in serviceable condition. Contractor may propose a cost effective design enhancement for the Aft Baggage Panels providing better access for maintenance and reducing weight, such as a design similar to the new Cabin Lower Side Panels. The

compartment bulkhead has been retained but redesigned by FAA/AVN to incorporate Flight Inspection Rack aft venting. Aft baggage restraint has not changed and will be reused. FAA/AVN review and acceptance of the proposed design and installation is required.

1.3.9 Entry Door

The entry doorsteps and back panels shall be stripped of the current covering, inspected for serviceability and recovered with selected materials. All mechanical door functions shall be operationally checked and if found defective, repaired. Mechanical adjustments shall be made to ensure proper operation. Any parts found defective shall be repaired or replaced. The step side rail panels shall be removed, inspected for damage, restored (repaired/replasticized or replaced if significant damage or age deterioration is noted), and colored (inked, painted, etc.) to like new condition with FAR compliant material. Contractor may propose a cost effective design enhancement for the step side rail panels.

1.3.10 Cabin Floor Covering

The carpet shall be removed and replaced with a FAR compliant tightly woven high quality carpet that eliminates or minimizes lint and is easy to remove and replace.

1.3.11 Mission Observer Mic and Phone Jack Installation

A Mic and Phone Jack Assembly shall be installed at the Mission Observer location. FAA/AVN will provide a microphone jack, headphone jack, and Escutcheon (mic & phone jack). If required, the Escutcheon shall be colored (inked, painted, etc.) to match the interior. The Mission Observer's audio panel has been installed across the aisle in an avionics rack via FAA/AVN STC. Authority to install jacks and hook up wiring will also be via FAA/AVN STC. Wires to this Jack Installation are coiled & stowed in the wall (LH) beside the Mission Observer Seat location. Lengths shall be trimmed to fit and appropriately terminated as part of the FAA/AVN STC installation. FAA/AVN review and acceptance of the proposed installation is required.

1.3.12 Flight Inspection Rack Frame Cover Strip and Seal

FAA/AVN STC design installs multiple Flight Inspection racks side-by-side which are cooled by a freon evaporator-blower pulling ambient cabin air through the racks. Gaps between the rack frames create air disruption and pose a finger pinch hazard. The Contractor shall identify/design and deliver material for a transition cover strip and seal to eliminate the pinch hazard and seal the gaps. FAA/AVN review and acceptance of the proposed installation is required.

AVN-300 FAR PART 145 AUDIT

07/15/2009 4:43 PM

DATE INSPECTED:		INSPECTED BY:	
Name of Contact		Phone Number	

A.	MANAGEMENT AND ADMINISTRATION:	NA	YES	NO	REMARKS
1.	Does the repair station have adequate personnel who supervise and inspect the work?	☐	☐	☐	
2.	Does each maintenance function within the certificated repair station have an appropriately certified person directly in charge of those functions? NOTE: Does the certificated repair station utilize A & P mechanics who hold an appropriate repairmen's certificate to supervise propeller or instrument functions?	☐	☐	☐	
3.	Does the repair station have a current roster of its supervisory personnel, including the names and an employment summary of the officials of the station that are responsible for its management? NOTE: Conduct an interview of key management personnel and check applicable certificates.	☐	☐	☐	
4.	Does each certificated person who is directly in charge of a maintenance function have the required experience or formal training as required by the IPM ?	☐	☐	☐	
5.	Does the certificated repair station have adequate personnel to perform work that has been brought in to AVN ?	☐	☐	☐	
B.	**CERTIFICATE AND OPERATION SPECIFICATIONS**	**NA**	**YES**	**NO**	**REMARKS**
1.	Does the certificated repair station display its certificate and ratings at a place in the repair station that is normally accessible to the public and not obscured and do the certificates and ratings agree with the CHDO file? NOTE: 8300.10, Vol. 2, Chap. 162, paragraph 13(a)(3) Are the operation specifications signed by the appropriate maintenance or avionics inspector.	☐	☐	☐	
2.	Are the certificated repair station ratings authorized on the certificate appropriate to the work being done?	☐	☐	☐	
3.	Does the certificated repair station certificate reflect the current business address?	☐	☐	☐	
4.	Does the certificated repair station perform only the specific services and functions within the ratings and classes stated in its operations specifications.	☐	☐	☐	
C.	**MANUALS AND PROCEDURES:**	**NA**	**YES**	**NO**	**REMARKS**
1..	Does the certificated repair station inspection procedures manual refer to the manufacturer's inspection standards for the maintenance of a particular article being worked on?	☐	☐	☐	
2.	If the roster of supervisory and inspection personnel is contained within the inspection procedure manual, is the roster current and does it reflect all their assigned duties?	☐	☐	☐	
3.	Are repair station personnel provided with current technical data?	☐	☐	☐	
4.	Does the certificated repair station inspection procedure manual explain the internal inspection system and procedures in an easy to understand manner?	☐	☐	☐	

AVN-300 FAR PART 145 AUDIT

D.	TRAINING PROGRAMS:	NA	YES	NO	REMARKS
1.	Does the certificated repair station have records that reflect the training received by supervisory and inspection personnel? Do those records reflect proficiency of all inspection personnel with regards to inspection methods, techniques and equipment used in their specialty?	☐	☐	☐	
2.	Does the certificated repair station have records that support the experience or training requirements of certificated repairmen?	☐	☐	☐	
3.	Do all supervisory and inspection personnel thoroughly understand the contents of the inspection procedures manual?	☐	☐	☐	
4.	Does the certificated repair station have records that reflect training on the Inspection Procedures Manual TI 4100.24?	☐	☐	☐	
E	**RECORDS SYSTEMS:**	**NA**	**YES**	**NO**	**REMARKS**
1.	Does the certificated repair station maintain records of all the work that performed in the past two years, naming the certificated mechanic or repairman who performed or supervised the work and the inspector of that work?	☐	☐	☐	
2.	Does the certificated repair station complete a FAA Form 337 for each major alteration in accordance with instructions in IPM ?	☐	☐	☐	
F.	**FACILITIES**	**NA**	**YES**	**NO**	**REMARKS**
1.	Does the certificated repair station housing and facilities meet the requirements. of 145.35?	☐	☐	☐	
2.	Does the certificated repair station meet the special housing and facility requirements of 145.37, as applicable?	☐	☐	☐	
3.	Does the certificated repair station have sufficient facilities for properly storing, segregating and protecting materials, parts and supplies?	☐	☐	☐	
4.	Does the certificated repair station have suitable facilities for properly protecting parts and subassemblies during disassembly, cleaning, inspection, repair, alteration, and assembly?	☐	☐	☐	
5.	Does the certificated repair station have special tools and equipment to ensure all required items are within calibration criteria (to include traceability to standards acceptable to the Administrator)? NOTE: Special tools and equipment includes those recommended by the manufacturer of the product or a FAA acceptable equivalent.	☐	☐	☐	
G.	**CONTRACTUAL ARRANGEMENTS:**	**NA**	**YES**	**NO**	**REMARKS**
1.	Does the certificated repair station has functions that are contracted to other agencies ?	☐	☐	☐	
2.	Does the certificated repair station now perform functions, which were previously obtained by contract? If so, was the repair station reinspected and found capable to perform that function?	☐	☐	☐	
H.	**AD COMPLIANCE:**	**NA**	**YES**	**NO**	**REMARKS**
1.	Does the certificated repair station maintain current revisions of AD's applicable to the ratings held?	☐	☐	☐	

AVN-300 FAR PART 145 AUDIT

I.	MAINTENANCE INSPECTION SYSTEM AND RII ITEMS:	NA	YES	NO	REMARKS
1.	Does the certificated repair station inspection procedures manual have current procedures and instructions to ensure continuity of inspections from the incoming to the final inspection, prior to return to service of any item?	☐	☐	☐	
2.	Has the certificated repair station inspection personnel , performing required inspections(RII) functions for an air carrier, been qualified and authorized by that air carrier for these inspections ?	☐	☐	☐	
J.	**MECHANICAL REPORTING PROCEDURES:**	**NA**	**YES**	**NO**	**REMARKS**
1.	Does the certificated repair station have procedures to report defects or unairworthy conditions as required by ?	☐	☐	☐	
K.	**PARTS TRACEABILITY AND DOCUMENTATION**	**NA**	**YES**	**NO**	**REMARKS**
1.	Do all parts under go a receiving inspection? Is this inspection adequate for the item being received?	☐	☐	☐	
2.	Are parts procured from a supplier to the PAH? If so, does the supplier have direct ship authority?	☐	☐	☐	
3.	Can the Certificated Repair Station trace randomly selected parts from their stock and determine the airworthiness status?	☐	☐	☐	
4.	Does the repair station procure parts that are represented as "used", "as is", "repairable", or "scrap"? If so are maintenance records available for assessing part status"? NOTE: Parts are scraped for various reasons, some by the manufacturer when they do not meet production standards and type design. These parts often find their way back into the aviation industry due to improper handling and or misrepresentation. It's important for the certificate holder to have procedures to address these types of part descriptions?	☐	☐	☐	
5.	Does the Certificated Repair Station have instructions and procedures in place to insure proper source documentation is required as appropriate, before those parts are accepted and placed in stock?	☐	☐	☐	
M.	**SFAR 36 AUTHORIZATION AND INSPECTION PROCEDURES**	**NA**	**YES**	**NO**	**REMARKS**
	DESCRIPTION: An FAA approved CRS, air carrier, air taxi, or commercial operator may be authorized to develop and use its own technical data to accomplish major repairs. This privilege is provided by SFAR 36.				
1.	Current letter of authorization approved by FSDO and ACO?	☐	☐	☐	
2.	FAA approved procedures manual?	☐	☐	☐	
3.	Current identification of personnel authorized to change manual and approved technical data. (Must notify FAA within 48 hours of any change that affect the ability to meet SFAR 36 requirements)?	☐	☐	☐	
4.	Log of revisions?	☐	☐	☐	
N.	**SFAR 36 RECORDS**	**NA**	**YES**	**NO**	**REMARKS**
	DESCRIPTION: Review the record retention requirements of Section 13 (SFAR 36).				
1.	Technical data file for each major repair (drawings, photos, spec's, instructions, reports)?	☐	☐	☐	

2.	List of aircraft by make, model, and serial number that have been repaired?	☐	☐	☐	
3.	File for any difficulties with repairs accomplished?	☐	☐	☐	
O.	**DESIGNATED ALTERATION STATION (DAS) MANUALS AND PROCEDURES**	**NA**	**YES**	**NO**	**REMARKS**
	DESCRIPTION: Review Approved Alteration Station Procedures manual for content and currency.				
1.	Key personnel roster with signatures?	☐	☐	☐	
2.	Manual currency with regard to facility or staffing changes?	☐	☐	☐	
P.	**SPECIAL INTEREST ITEMS**	**NA**	**YES**	**NO**	**REMARKS**
	DESCRIPTION: Review any aircraft program item of interest that requires review or follow-up as indicated from previous reports, evaluations, inspections or inquiries.				
1.	Any previous internal evaluation items remain open?	☐	☐	☐	

CONTINUATION FOR REMARKS